



JOB DESCRIPTION

Title: **BILLING EDITOR**
Department: Administration Services/Customer Services
Class Code: 6225
FLSA Status: Non-Exempt
Effective Date: July 1, 1982 (Rev. 07/2006)
Grade Number: 10

GENERAL PURPOSE

Under general supervision from the Customer Service Supervisor, performs working level accounting, editing and computer work on the HTE Customer Information System and Land Management System, and performs customer service and bill collecting.

EXAMPLE OF DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

- *-- Places data entry into the computer; checks computer printouts for accuracy; requests updating of files.
- *-- Performs residential billing functions; checks credits involved; prepares and mails billings; checks meter readings for accuracy.
- *-- Handles service requests called in by customers; assists at the service counter; assists public in completing required utility forms; provides information to the public pertaining to utility services.
- *-- Designs, maintains and updates invoices, spreadsheets and necessary accounting reports.
- *-- Researches necessary data through Salt Lake County Assessors Office, Engineering Department and the Murray City Attorney for properly invoicing Special Improvement Districts; inputs required entries on the General Ledger balancing and making year-end closing adjustments.
- *-- Collects delinquent residential and commercial utility accounts.
- *-- Creates and types correspondence dealing with public inquiries; resolves billing problems of utility customers; answers and resolves complaints.

- *-- Designs and updates maps which mark the various subdivision in the city; places account numbers on maps; checks new addresses for accuracy; updates land management database.
- *-- Collaborates with MIS programmers in the correction of software problems that arise in the billing and collection process.
- *-- Assists in training new customer service representatives.
- *-- Accepts and receipts in utility payments and deposits.
- Performs related work as required.

MINIMUM QUALIFICATIONS

Education and Experience

- High School graduation and eighteen (18) months of accounting related experience, or any equivalent combination of education and experience.
- Preference given to those with experience in the use of word processing and a typing speed of 40 net words per minute or better; 10-Key by touch.

Special Requirements

- None.

Necessary Knowledge, Skills and Abilities

- Working knowledge of the HTE Customer Information System and Land Management System both commercial and residential; working knowledge of data entry into the computer.
- Ability to do mathematical calculations quickly and accurately; ability to establish and maintain effective working relationships with employees and the public; ability to communicate effectively, verbally and in writing; ability to assist in filling in for the supervisor in his/her absence.
- Must be able to handle numerous tasks at one time with efficiency and with continual interruptions.

TOOLS & EQUIPMENT USED

- Personal computer including word processing and spreadsheet software, credit card payment machine, central billing system terminal, 10-key calculator, phone, fax and copy machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.